App. F. IX-4

40-41

Previous References

~~193.~~ ( )

P 75

File No. 96.40

Serial Nos. 1 — 2

Later References.

8482 ci-18723

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 2

Part B for April 41

SUBJECT.

Separate correspondence ~~for~~ (1) for the printing + (2) supplying of forms + registers.

2. To the Asst Sy ~~Alg~~ — — — Sy

WD 0578—GPB—22,500—~~10/39~~ 5 g Secs.

7283-363 g 14/4

Issues instructions in the matter.

11/6.

Serial No.

1 Letter no P.C 349 dated 17. 2. 1941 from the Secretary, Press Committee, Bangalore requesting orders of Govt. for the Correspondence, indents, etc., for the printing & supply of forms & registers being dealt with in the Office of the Supdt. Govt. printing (Form Section) and directing the indenting Officers to address the Supdt. Govt. printing for the supply of forms & registers and not to the Supdt Govt. printing, Bly or the Supdt. of Stationery as before.

Submitted with references for orders.

Dr. 10.3.41 A circular letter may perhaps be issued. A Draft is submitted for Confdn.

Sec 11/3

2 Dept Key)

3 Why is a circ not? The Officer dealing with Tappal in the Office shd mark the papers to the proper Secns- Secy. 18/3/41 Chf

4 At present, all Correspondence & indents for the supply of Stationery & forms & registers are addressed to the Supdt., Govt. printing & Stati and they contain references relating both to the supply of Stationery & to the supply of forms & registers. But according to existing arrangemen these are dealt with in separate Sections - the supply of Stationery in the Stationery Section and the supply of forms & registers in the press Office. The Supdt. states that much overlapping of work would be avoided if the Stationery Office

NOTE—Contn. Sheet

PKS File No. 96 of 194 0. | General and Revenue Secretariat

Serial No.

Concentrates on the work of the supply of stationery articles only. and the press office ~~concentrates~~ on the work of the supply of forms & registers. He requests orders of Govt to this effect

5 Submitted with reference to para 3. on the previous page.

Hr. Hbb 25.3.41

Dept Rly 6 Govt 26/3

7 Please make the circ brief & handier

29/3 Rly

A revised draft Circular is submitted as directed for consideration.

Hr Hbb 2.4.41

Dept Rly 2/4 Govt 3/4

For perusal before issue

11 n° Member

1 n 4/4 Rly

Issued 8/4 Rly

OFFICE OF THE SECOND MEMBER OF COUNCIL. 5 APR 1941 No. 9983

TYPING SECTION APR. 1941 GEN. & REV. SECTT.

30.4

Serial No.	
2	Do

The Supdt Govt Printing
The Supdt Govt Stationery
The Heads of Depts
The Secys to Govt
The Dep. of Bs
The Presidents of Dt Bds
The Munal Commr Bore Bs
The President Mysore Bs
Municipalities
The President, D.C.B.
Sans Bd.

No A.3.7283-363 dt 14.4.41

Requests them to address in future the Supdt. Govt. Printers for the supplies of forms and registers etc. and the Supdt. of Stationery for the supplies of Stationery required by them.

GEN. & REV. SECTT. 12 APR. 1941 FOREST BRANCH.

Press Sir.

H.K. 12/4

30 H.K. 29/5

GEN. & REV. SECTT. 6 JUNE 1941 FOREST BRANCH.

NOTE—Contn. Sheet.

No. P. C. 349

Encl. 2

P&S

SECY. TO GOVT. DEPT. 17 FEB. 1941 GOVT. MYSORE

OFFICE OF THE SECRETARY, PRESS COMMITTEE,
GOVERNMENT PRESS,

Bangalore, dated ....14th February *1941*.

17.

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SECRETARY, PRESS COMMITTEE,
BANGALORE.

To

The Secretary to Government,
Development Department, Bangalore.

3014

GEN. & REV. SECTT. 18 FEB. 1941 SECRET BRANCH.

P&S 96-40-1

SIR,

I have the honour to state that as per para 13 of Government order No.G.14823-30/P&S.66-29-2, dated 27th June 1930, passing orders of Government on the several recommendations made by the Press Committee of 1930, the work of the Government Press was divided into three sections, i.e., (1) the Press proper (2) the Accounts Section, and (3) the Stationery and forms section - and the first and third sections were placed in direct charge of separate Gazetted Officers and the 2nd section in charge of an Accountant of the status of Public Works Division. The Committee also submitted to Government a set of combined draft rules for the supply of stationery and forms (vide Annexure E to the Committee's report which was also sanctioned by Government, vide order No.201-60/P&S.1-31-1, dated 8-7-1931). In these rules, it has been ordered that all references regarding printing and supply of forms, standard lists of forms, etc., should be maintained in the Stationery Depot. But for the past five or six years all work relating to the printing, supply and stock of forms is being attended to by the Press Office Staff, since it was found impossible for the limited staff of the Stationery Depot to attend to this growing work properly.

Due to the opening of several new offices to which forms are to be supplied and to have an efficient control in respect of timely printing and supply of forms, it was considered necessary to have a separate section in the Press Office consisting of a few Clerks

Clerks for the consolidation of indents, issue of work-orders to print forms and supply them to indenting officers. This arrangement was included in the proposals for revision of establishment of the Government Press and has been sanctioned in Government Order No.A.F.1904-5/P&S.21-38-8, dated 28th Sept. 1940.

All correspondence and indents from indenting officers for the supply of Stationery and Forms are, at present, addressed to the "Superintendent, Government Printing and Stationery" as per Government orders in vogue, and they contain references relating both to the supply of stationery and the supply of forms and registers which, according to the existing arrangements, are dealt with in separate sections. Much overlapping of work would be avoided if the Stationery Depot concentrates on the work of the supply of stationery articles only and the Press office, with the newly formed Forms Section, concentrates on the work of the supply of forms in all its aspects.

The rules relating to supply of stationery and forms have also been revised to suit the existing arrangements and are under the consideration of the Press Committee and will be submitted to Government for sanction early.

This question was also placed before the Press Committee in their meeting held on 4th December 1939, with a brief note and the Committee have approved of the proposals. A copy of the resolution together with a copy of the note is submitted for kind perusal of Government.

I, therefore, beg to request that orders of Government may kindly be obtained for the correspondence, indents, etc., ~~for~~ for the printing and supply of forms and registers being dealt with in the office of the Superintendent, Government Printing (Forms Section) and all indenting officers be directed to address

14/2/41

address the Superintendent, Government Printing for the supply of forms and not to the Superintendent, Government Printing and Stationery, or the Superintendent, Government Stationery Depot, as before.

I have the honour to be,
Sir,
Your most obedient servant,

Secretary,
Press Committee.

14/2/41

DRS14-2-41.

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Placed before

Note No.14, ~~Kept for~~ the Press Committee meeting held on 4th December 1939, at the Government Press, Bangalore.

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STANDARDISATION OF FORMS AND REGISTERS.

Forms and registers used in various departments may be classified as follows:-

(a) General: Which are common to all departments and offices.

(b) Departmental: Which are special to a department or to an office or common to two or more offices.

(c) Special: Which are required for special purposes.

General forms may be divided into two classes.

(1) Common forms.

(2) Financial forms.

Existing rules (pages 30 of the Stationery Manual) require that a standard list of forms of all departments with a file of sample forms has to be kept in the Government Press and in the Departmental officers. They also provide that on or before 15th July each year every officer requiring supply of forms, etc., has to send after examination of stock on hand, a list of outstanding balances to the Superintendent, Government Stationery (Rule 33). Rule 34 indicates that the supply shall not exceed over the quantity included in the standard list. Rule 40 requires that an indent for the supply has to be sent annually to the Superintendent, Government Stationery. Rule 48, indicate that forms in excess of the quantity fixed in the standard list may be supplied by the Superintendent, if the cost does not exceed Rs.200/- (probably in each case). There seems to be some inconsistency in the existing rules. As per these rules the Superintendent, Government Stationery has to arrange for the supply of both stationery and forms. But in practice the

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the arrangements for printing and supply of forms is being attended to by the Superintendent, Government Printing, as in the case of the Madras Presidency. It is desirable to confirm this procedure.

The necessity for annual indent is not clear when the normal quantity required annually is fixed in the standard list and the balance available on 15th July in the Department is intimated to the Press by Department. The Press has to arrange for printing and supplying forms, registers, etc., throughout the year, by rotation. This rotation list has to be sent to all indenting officers to claim their dues two months earlier than the date prescribed in the list. No special indent appears to be necessary. But the list of out-standing balance should be sent with the requisition showing the actual quantity available on the date of requisition, quantity required for consumption up to the period of supply noted in the list. The Superintendent will arrange to supply the quantity after deducting the stock on hand in the Department from the quantity noted in the standard list. This will minimise the work in both the indenting and in the Press offices. Rules provide that the accounts of the Stationery and Forms maintained in offices of District Headquarters should be examined once in a year by the Superintendent, Government Stationery. This rule is not being strictly followed owing to pressure of work and due to inadequate staff. It would be better in addition to this rule that the Superintendent is authorised to call for accounts maintained in each office requiring the supply, when necessary and examine the correctness of them, before the annual supply is made.

The existing rules appear to be wanting in the following respects:-

1) Action to be taken by the Superintendent, when non-standardised forms are indented upon.

C/

2) When alterations are made in the standard forms.

3) Fixing of minimum number of copies that may be printed in the Government Press.

4) Action to be taken by the Superintendent, Government Printing, when new offices are created, and to which general or special forms are to be supplied.

(ON. This is the rule in Madras vide para 105 and 106.)

(1) In respect of non-standardised forms supply is made only under special order of Government. But this power may be delegated to Heads of Departments, subject to the condition.

(a) That they are to be printed in accordance with circular instructions, etc., issued by them not inconsistent with Acts and rules in force.

(b) Number of forms required does not exceed 500.

(c) The amount of clerical labour saved is sufficient to warrant the expenditure of printing.

(d) The cyclostyle or duplicating process available will not meet the demand.

Vide Madras Rule 109.

(2) No alterations in the standard forms will be permitted without the sanction of Government or Heads of Departments if powers have been delegated to them.

- Do -

(3) It is necessary to fix a minimum number of copies to be undertaken to be printed in the Government Press as printing of small number involves heavy expenditure without corresponding savings in clerical labour. In Madras, 2,000 copies (annual) have been fixed as minimum.

(4) Re: the supply of forms to new offices or additional forms introduced in the existing Departments, kind reference is invited to the statement enclosed, showing the details of number of new offices to which forms are supplied and additional kinds of forms supplied to existing offices from the year 1932-33 to 1938-39, together with the grants given under printing establishment. It is clear therefrom

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therefrom that every year supply of forms have been made on an average to 16 new offices and an average of 130 kinds of new forms are printed and supplied, while the grant given to meet the printing establishment charges remains the same or reduced in some years. This is one of the important reasons for untimely and insufficient supplies of forms.

It is suggested that whenever new office are sanctioned the proposals should include recurring charges to be incurred by the Government Press for printing and supplying forms and registers, etc., required by such offices, the grants under Press being suitably increased.

In the case of new kinds of forms introduced under proper authority, the Superintendent may be authorised to either entertain additional staff under Piecework system or to engage overtime workers; and in either case the grant under Piecework or overtime allowance should be correspondingly increased.

(Inspector-General of Registration has been empowered to sanction a Clerk on Rs.20/- to such of the Sub-Registry office in which the documents presented exceeds 1,000, ~~over~~ the maximum fixed to each office).

The standard lists of forms to be prepared should include all particulars as shown in the sample form enclosed.

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" C o p y "

for Superintendent,
Government Printing.

DRS/4-2-41.

Resolution No.14 of the Press Committee meeting held on 4th December 1939.

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(14) Rules relating to supply of forms and registers.

The following proposals were placed for consideration of the Committee.

(1) To attach the work of printing and supply of forms to the Superintendent, Government Printing, as per existing practice, but not to the Superintendent, Stationery as per rules.

(2) To do away with the annual indent for forms and registers, and to have a standardised list of forms and registers with requirements prepared for each Department and keep it in each office and in the Government Press with a file of sample forms.

(3) To prepare a rotation list indicating the months in which forms and registers of each department will be complied with.

(4) To request each department requiring the supply of forms, registers, etc., to send a statement of balances of several kinds of forms on hand to the Superintendent, Government Printing, two months earlier to the date of supply noted in the rotation list with quantity required for two months' use. The Superintendent, Government Printing has to call for such statement, if not received and print the quantity noted in the standard list less the balance on hand.

(5) To permit the Superintendent to call for accounts, registers and forms maintained in the Department for examination and return.

(6) Action to be taken by the Superintendent, in respect of supply of non-standardised forms and also in respect of alterations in the standardised forms.

(7) To fix the minimum number of copies to be printed.

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(8) To have the standard list of forms and registers of each Department in the form proposed.

After having gone carefully into the several aspects of the proposals, the Committee resolved that:-

(1) The standard list of forms and registers of all departments be prepared in the form proposed (No.8).

(2) The proposals of the Superintendent referred to in 1, 2, 3, 4 and 5 be also approved and the existing rules amended accordingly.

(3) Regarding supply of forms, and registers, to departments or offices newly formed the Committee recommeded that as a rule each such proposal submitted to Government for sanction should contain in addition to establishment charges, etc., the approximate value of General, Financial or other special forms, registers, etc., required by such office together with the cost of stationery. The amount thus sanctioned be transferred to Press Budgets to meet the cost of increased demand. Further resolved that in case of forms not included in the standardised list but introduced by the Heads of Departments, under the powers vested in them, the Committee recommended that such requisition be complied with by the Superintendent, Government Printing, the cost thereof being sanctioned by Government and transferred to the Press Budget.

* * *

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" C o p y "

Mangannan

for Superintendent,
Government Printing.

DRS/4-2-41.

Appendix F G—1]

SUBJECT... .....

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.....

/10 Copies

Section AHS

File No. 96-40.

Serial No. 2

Diary No. of letter replied to.. .....

No. A77283-363

To ~~To~~ Circular

General and Revenue Secretariat

( )

the *193* .

Date of issue 14-4-41.

Signed by Sir C. S. C.

with a view to avoid over-lapping of work in the Govt. Press & Stationery Offices, the Heads of Departments & other Officers concerned are requested to address in future the Supdt Govt. Printing for the Supply of forms & registers, etc., and the Supdt. Govt. Stationery for the Supply of Stationery required by them

List of enclosures.... ....

By order.

Copied by..... WM 10/9/41

Dey 4/4 Secy.

Examined by..... .....

To the Supdt Govt printing

WD 0563—GPB—30,000—6-39 Supdt Govt. Stationery.

The Hon'ble Chief Commr, Heads of Depts.
The Resident Mysore Residency Secretaries to the
The Resident K.S.F. Jaipur Post Offices of the Boards

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

No. A7 7283-363 P7 59e-4 General and Revenue Secretariat,

Dated Bangalore, 14th April 1941

CIRCULAR NOTIFICATION

With a view to avoid overlapping of work in the Government Press and Stationery Offices, the Heads of Departments and other officers concerned are requested to address in future the Superintendent, Government Printing for the supply of forms and registers etc, and the Superintendent Government Stationery for the supply of stationery required by them.

By Order,

C V Venkatachar

for Secretary to Government,
Development Department.

To

The Superintendent, Government Printing.
The Superintendent, Government Stationery
The Heads of Departments
The Secretaries to Government.
The Deputy Commissioners of Districts
The Presidents of District Boards.
The Municipal Commissioner, Bangalore City.
The President, Mysore City Municipality.
The President, Kolar Gold Field Sanitary Board.

nk.10.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

Dated, Bangalore, 14th April 1941.

No.A.F.7283-363/P. & S.96-40-2.

CIRCULAR.

With a view to avoid overlapping of work in the Government Press and Stationery Offices, the Heads of Departments and other officers concerned are requested to address in future the Superintendent, Government Printing for the supply of forms and registers etc., and the Superintendent Government Stationery for the suppply of stationery required by them.

By Order,

M. NAVANEETHAM,
Secretary to Government,
Development Department.

To—The Superintendent, Government Printing.
The Superintendent, Government Stationery.
The Heads of Departments.
The Secretaries to Government.
The Deputy Commissioners of Districts.
The Presidents of District Boards.
The Municipal Commissioner, Bangalore City.
The President, Mysore City Municipality.
The President, Kolar Gold Field Sanitary Board.